

Section A Documentation, Record Keeping, and Reporting

The following documentation must be on file at the local school system, central office or the individual school as indicated:

1. Local school system's attendance policies, board approved, which comply with the Student Membership and Attendance Accountability Procedures Manual (Central Office)
2. Copies of Academic Attendance Report and Director's Monthly Student Membership/Attendance Report, including all worksheets, should be completed monthly for the entire school year. (Central Office)
3. Documentation that Option 7, 8, and 9 student counts have not been included in the regular K-12 academic count; Option 7, 8 and 9 students must be reported as Grade "N" for funding purposes. (**Note: See Special Education Section C-107**) (Central Office)
4. Documentation showing that K-12 Average Daily Membership (ADM) has been adjusted for students with part-time schedules. (Central Office)
5. Documentation (sign-in/out roster) that Vocational Education and total students are properly counted in compliance with the "half of the state minimum school day" attendance policy. (Individual School)
6. Teacher attendance records that include all absences recorded in compliance with local board policy. (Individual School)
7. Attendance on grade cards must agree with school attendance records. (Individual School)
8. Daily absentee sheets with sign-in/out rosters attached clearly indicating those students who are present or absent for at least half of the state minimum day. (Individual School)
9. Training agreements for vocational co-op students. (Individual School)
10. A 200 Day Accountability Report showing 180 full school days for students with the exception of Kindergarten (See Section B-107) must be filed by June 1 prior to the next school year. Amendments to the 200 Day Accountability Report must be filed with the state field service centers at least 30 days prior to the end of the current school year. (Both Central Office and Individual School)
11. Copies of all granted attendance waivers. (Central Office)
12. Documentation indicating procedures for notifying parents of students' absences and/or contacting the attendance supervisor. (Central Office)
13. For withdrawals, sufficient documentation of a student's reason for withdrawal. This may include documentation provided by relatives and community contacts, court documents, record requests, etc. This documentation should be kept in the student's permanent record. (Individual School)

14. Documentation that the names of students between the ages of 15 and 17, (inclusive) who do not have satisfactory academic progress or do not meet attendance standards as stated in **Tennessee Code Annotated § 49-6-3017** has been submitted to the Department of Safety. (Individual School)
15. Cumulative folder for each active student on the roll (inactive cumulative folders are to be filed separately). (Individual School)
16. A back-up disk containing the previous year's end-of-the-year attendance records. The software version utilized should be indicated on the cover of the Backup disk. (Central Office) **SSMS systems are exempt from this requirement.**
17. A copy of the previous year's membership/attendance reports for all reporting periods. (Central Office)
18. Written, board-approved lists of school-directed/teacher-supervised activities that are to be counted as attendance. School systems may wish to allow mass exodus for local/state fairs, athletic events, or other social/recreational events; however, these events may not be counted as part of the 180 instructional days. **(NOTE: See School Approved Activities Section D-104)** (Individual School)

A-101 Permanent Records and Records Necessary for Enrollment and Withdrawal

At a minimum, the following documents must be permanently retained:

- a cumulative folder for each student
- copy of the student birth certificate
- from the data file, a file including demographic and event data for each student
- a permanent record containing all pertinent information with regard to a student's withdrawal from school, including the signature of the parent or guardian requesting withdrawal, and to the extent possible, the student's future destination

A-102 Retention of Records

The following documents must be retained for a period of five years:

- Director's Monthly Student Membership/Attendance Report
- Director's Annual Student Membership/Attendance Report
- Principal's Monthly Membership/Attendance Report or equivalent
- Monthly Attendance Detail

A-103 Excused/Unexcused Absences

- Annual Pupil Transportation Report
- Attendance Records (teachers' attendance records, sign-in/out rosters, absentee lists)
- Director's Report of Special Education Identified and Served Average Daily Membership by Primary and Secondary Options (Easy IEP Special Education Report)
(Records will be maintained electronically by the state for systems using SSMS.)

A-104 Confidentiality

If conflicts between teacher records and other records relating to excused or unexcused absences occur, the information recorded in the school office data file shall prevail.

Excused or unexcused absences are a matter of local school board policy as long as the local policy is not in conflict with state law, State Board of Education Rules, Regulations and Minimum Standards and the Student Membership and Attendance Accountability Procedures Manual.

(NOTE: See School Approved Activities Section D-104 and B-105)

Systems are cautioned that records of students shall be treated as confidential. Pursuant to Tennessee Code Annotated § 10-7-504(a)(4) and the **Federal Family Educational Rights and Privacy Act** personally identifiable student information must be kept confidential. **Allowing student assistants or parent volunteers to handle such information violates these rules.** Provisions must be made to safeguard the confidentiality and security of all data so that only authorized personnel of the institution have access to or authority to process such information.

A-105 Teacher Responsibilities Regarding Attendance

During the first two weeks of school, the teacher must document and maintain accurate records so appropriate withdrawals can be processed. School systems should ensure that the school office, the principal, and guidance counselors advise teachers concerning students' class changes, transfers, etc. **Regardless of the number of students who pre-registered, only those students who actually attend school shall be counted present.** Attendance must be marked daily, beginning with the first day of school.

1. Homeroom teachers should receive a list of students assigned to their homerooms from the student management program. The homeroom teacher should then collect the necessary student data information to be returned to the office.
2. Individual classroom teachers, at the departmentalized level, will require information from students in each class such as student PIN grade level, etc. The teacher may wish to keep a temporary roll during the first two weeks. The teacher checks the roll daily in each class where students change from one classroom to another. During the first period or homeroom, whichever is earlier, the teacher completes an absentee slip or a scanner card and sends to the office. After the teacher receives the daily absentee list, printed and distributed by the office, any student who is absent but not on the absentee list must be turned in to the office.

3. Any student who enters class late or has been absent must have an admit slip to enter class.
4. The following symbols are **suggested for use** in the teacher's attendance record:

Symbols used by teacher and local school office

X...absent all day	A .. alternative school*
T...absent in the morning	O.. expulsion*
C...absent in an afternoon class	H .. homebound*
U...unexcused absence	I.... in-school suspension*
E...excused absence	F .. school sponsored event (field trip)
N...note pending	S .. suspension*
TS..tardy with slip	B .. begin date
W..withdrawal*	
R... re-entered*	

*Draw a line from the date of the initial symbol until the ending symbol when the student returns to class.

5. In-school suspension students, homebound, homebound pregnant, alternative school students and students participating in school sponsored events are not counted absent and are part of the ADA and ADM calculations.
6. These event symbols are recommended for use. No teacher should admit a student to class who has been absent or tardy, or withdraw any student without an admit slip, or other appropriate notation which indicates determination of status.
7. Teachers' grade/attendance records and daily absentee lists are considered documentary evidence for attendance auditing purposes and must be kept for a minimum of five years. If the computer attendance program produces a document (file) showing attendance activities, then the teachers' grade/attendance records only have to be kept for one year following the school year for which they were prepared.

A -106 Local School Office/Principal

1. Care must be exercised in transferring any absentee information from the teacher's temporary attendance records to the final attendance records or from the teacher's roll book to the students' grade cards and cumulative folder(s). All of these must be reconcilable with the sign-in/out rosters maintained in the office.
Use of a student management software program by school systems is required to maintain attendance records for each school. All systems are reminded that SSMS is provided to them free and are encouraged to participate as soon as possible to insure consistency and to facilitate federal reporting requirements.
2. Prior to the beginning of school, the principal should provide teachers with specific directions for marking and reporting attendance. The necessary attendance forms, along with the school system's attendance policies and the school system's attendance

symbols, should be provided in an attendance packet.

3. In-school suspension students, homebound, homebound pregnant, alternative school students and students participating in school sponsored events are not counted absent and their attendance is used to calculate ADA and ADM.
4. Temporary records may be kept during the first two weeks of school; however, attendance must be marked daily beginning with the first day of school. When transferring information from the temporary to the permanent record, ensure accuracy as to dates absent/present. These records must be maintained in the local school office.
5. Students who receive Special Education service Option 7, 8, or 9 (23 hours or more per week) are not counted in the regular grade level counts. This data will be verified by Easy IEP.

Local school office/principal will compile all school totals using the Academic Attendance Report and the Attendance Summary generated by the Student Management Program.

A-107 Academic Attendance Report

1. Absentees are posted to computer daily.
2. Print and distribute daily absentee list.
3. Reconcile application of the "half of the state minimum school day" policy with Sign-in/out Roster. File Sign-in/out Roster with absentee sheet after posting to computer.
4. Do not count Special Education Option 7, 8, or 9 students in regular grade level count. These students are to be included in the grade "N" counts.
5. Provide attendance information from student attendance records for cumulative folder at the end of the year.
6. Prepare Academic Attendance Report in compliance with the state reporting schedule. Schedule can be found on the state website www.state.tn.us/education/sm_menu.htm
7. Require all students who leave early or arrive late to obtain admit/dismiss slips from the school office.
8. Absentee slips are required for students who miss an entire day of school. These absentee slips must be coded by the principal/designee.
9. Ensure students with five or more unexcused absences, or other unusual attendance patterns, are reported to the attendance supervisor. Parents or guardians must be notified each time a student misses five days (aggregate) of unexcused absences. Additional notices must be sent after each successive accumulation of five unexcused absences.
10. At the end of the first two weeks of school, or prior to the end of the first 20 day reporting

period, a list of students who have pre-registered, but have not attended school, must be submitted to the principal and/or attendance supervisor. The principal and/or attendance

supervisor will ascertain whether the students have moved or transferred to another school, etc.

11. Students shall not be deleted from your data file. Every effort should be made to determine what happened to students who leave the system. If they have moved or transferred to another school, then the proper withdrawal code should be used. If efforts indicate that a transfer to another school did not take place, then these students should be recorded as dropouts. In any case, these students should be withdrawn from the school's enrollment with the proper withdrawal code beginning the day following the last day of attendance.
12. For those students who are not going to attend the school the proper withdrawal code must be made as of the first academic day of school.

A-108 Director's Monthly Student Membership/Attendance Report

1. The Director's Monthly Student Membership/Attendance Report shall be submitted for all nine monthly membership/attendance reporting periods. Each monthly membership/attendance report must be a 20 day period, with the only possible exception being the ninth month.

Comprehensive Development Class (CDC) students (Special Education students with service Options of 7, 8, and 9) are not to be included in the regular grade level counts. These students are to be reported separately in the grade "N" counts. (See Section C-107)

2. All information requested on the Director's Monthly Student Membership/ Attendance Report is compiled using data from the Student Management Program.
4. All errors for all report periods must be corrected through the submission of AMENDED reports.

A-109 Director's Annual Student Membership/Attendance Report

1. The Director's Annual Student Membership/Attendance Report and cumulative report must be submitted to the Department of Education by July 15 of each year.
2. If the number of days of the school term (number of days in session) is less than 180 days, indicate the actual number of days at the top of the Director's Annual Student Membership/Attendance Report.

A-110 Director's Annual Report of Student Suspensions, Expulsions, and Remands

The Director's Annual Report of Student Suspensions, Expulsions, and Remands is also compiled from information submitted by the principals. This report has three sections divided by race and gender.

Section I indicates the number of suspensions, expulsions, and remands by grade.

Section II indicates the number of suspensions, expulsions, and remands by cause. The total number of suspensions, expulsions, and remands by grade must equal the total number of suspensions, expulsions and remands by cause.

Section III indicates the total number of students suspended and remanded.